



ROMA GUPTA

Telephone +91 8650156948

Email roma1992gupta@gmail.com

Address 402 A-Block Rail Vihar-4, Sector-47, Gurugram

Profile

An experienced HR executive with effective human resources management and goal setting abilities combined with team building, communication, interpersonal and presentation skills.

Self-motivated with the ability to excel in a fast paced environment, communicate effectively at all levels and ready to adapt new challenges.

Education

- **MBA (HR)** from GLA University, Mathura in 2017.
- **B.COM** from Agra University, Agra in 2013.
- **12th** in CBSE from Air Force School, Agra in 2010.
- **10th** in CBSE from Prabhu Dayal Public School, New Delhi in 2008.

Experience

Fidelity International

FIL India Business and Service Pvt Limited Building 9, Candor techspace, Sector 48, Gurugram

2 July, 2018 - till date

- Position – FTC Associate (CASM – Retails Operations)
- Team – Control team (PEP and Sanction)
Legal Team – Legal clean up
CASM Team – SUA1X queue, general amendment (BAU) and IIR Project

Shri Group Pvt.Ltd, Mathura

July, 2017 - June, 2018

- Position - HR Executive
- Handle attendance and leave Records of the Company.
- Maintain and Update the information of the employees and hr records of the company.
- Handle joining/relieving process of the employees, along with the personal documents collection.
- Handle Salary part of the company (Payroll).
- Reviewing resumes and applications and scheduling interviews.

Project/Internship

ONGC Videsh Ltd, New Delhi

24 May-8 July 2017

- Project has been done in Performance Appraisal of the company.

Project Title: Measuring the Service Quality of Mid-Scale Hotels.

Description: The academic research study has been undertaken to measuring the service quality of the mid scale hotels.

Research Project

I.T Skills

- **Microsoft Competencies:**
- I have worked on MS Word during my Summer Internship Project.
- I have build my skills on MS Powerpoint as I have prepared many presentations while pursuing my MBA.
- I have knowledge of MS Excel as I am working in my present company.
- **Knowledge of Tally.**

Certifications

- MUN International Conference, Mathura. Certification for coordinating Agrata Fest at GLA University, Mathura.
- Certification for Coordinating Agrata fest at GLA University, Mathura.
- Certification for Debate at Agrata fest at GLA University, Mathura.
- Certification for Classical Dance at Taj Mahotsav, Agra.

Personal Details

- Father's Name- Mr. Ratan Gupta
- Date of Birth - 14 June, 1992
- Gender - Female
- Marital Status- Unmarried
- Language Known- Hindi, English & Bengali

Place: Gurugram

Date:

(Roma Gupta)